

PRELIMINARY PROJECT PROGRAM FORMAT

PURPOSE:

The purpose of the Preliminary Project Program is to clearly communicate the intent and scope of the project as well as any project constraints to the Consultant. It will help the Consultant understand the Using Agency's needs and A/E Division's expectations for the project. In narrative form the program relates a history of the project development to date, explains how the project will support the roll and function of the Agency and identifies constraints on the project. Our goal is to empower the consultant to achieve a creative and exemplary design project.

INSTRUCTIONS:

The Preliminary Project Program is developed by the Using Agency in conjunction with the A/E Project Manager. This format has been developed to assist the User Agency identify and communicate the project needs to design professionals in a consistent format.

The Agency is asked to prepare a draft preliminary project program using the following format. If they have questions or need assistance they are encouraged to contact the Project Manager at A&E.

The Project Manager will review the draft with the agency, provide additional input and verify that the program renders a clear and realistic vision of the project. He will also review the section 9. Applicable Building Codes and Standards and section 10. Reviews to assure they correctly reflect the needs of this project.

FORMAT:

PRELIMINARY PROJECT PROGRAM

PROJECT TITLE

A/E NUMBER

AGENCY

PROJECT LOCATION

1. Introduction

As appropriate, provide a brief history of the project. Explain how and why the project was conceived, and how this project supports the agency's mission.

2. Project Location and Site

- a) Provide vicinity map indicating site.
- b) Schematically indicate the known utilities location and size.
- c) Identify other important site features.

3. Site Development

- a) Address required site improvements and anticipate future development.
- b) Address pedestrian circulation.
- c) Address vehicular circulation, parking, and loading zones.
- d) Address need to provide, water, sewer, storm drainage, gas, electricity, or other utilities.

4. Design Considerations

- a) Explain what purpose or functions the project will serve, and what the design objectives are.
- b) Identify the building users - staff, clients and the public.
- c) Show when, and in what manner is the building used.
- d) Explain how various functions in the facility relate to each.
- e) Identify both physical and administrative limitations that may affect the project design.

5. Area Requirements

Provide a list of the assignable spaces needed, identifying the function, approximate size and number of users. Include a statement that it will be the architect's responsibility to verify and refine the area requirements and to account for circulation, support spaces and mechanical/electrical requirements.

6. Time Schedule Estimate

It is expected the project will be ready for to be bid within (_____ months) from the time the consultant is appointed. During the fee negotiation, milestones will be established with the consultant and agency to accommodate this schedule.

NOTE: A/E Division will confirm dates established are reasonable.

7. Bidding Requirements

The project will be bid as one general contract.

NOTE: If multiple contracts or phased work is anticipated it should be indicated here.

Restrictions or requirements associated with the project funding include the following:

[RETAIN REQUIREMENTS THAT APPLY TO FUNDING]

Federal Davis-Bacon Wage Rates

Federal Debarment Certification

Federal Contract Clauses Requirements (list them)

Time Constraints associated with the encumbrance of funds

Restrictions placed on private funds by donors

Other restrictions that may apply

8. Project Budget:

The project is funded from [IDENTIFY AMOUNTS AND SOURCES SUCH AS FEDERAL, STATE, OTHER FUNDS AND LONG RANGE BUILDING PROGRAM FUNDS].

The total project budget is \$ _____ (also indicate if additional funds may be available).

This budget includes costs for surveys, consultant services, construction, utility connections, testing, code reviews, supervisory fees, and any other project related costs. There must be a (5% is typical) contingency at bidding. The budget will be further defined through the design process. If at any time the project exceeds budget the consultant must notify both A&E and the Agency in writing.

If Federal funding is involved, it is agreed that the Agency for whom the project is constructed will provide A&E Division with all applicable Federal requirements associated with said funding. As a part of the Architecture & Engineering Division's project management and project program requirements, agencies are required to coordinate and verify the federal funding for any project. In addition, the agency shall verify before bidding, the source, status, and requirements of the federal funding.

9. Applicable Building Codes and Standards -- The project must comply with the requirements of the most current adopted edition of the following: [RETAIN CODES THAT APPLY TO THIS PROJECT AND ADD OTHERS AS APPROPRIATE]

The Uniform Building Code,

The Uniform Fire Code,

The Uniform Mechanical Code,

The Uniform Plumbing Code,

The National Electrical Code,

ASME Boiler Code,

Model Energy Code,

ADA or Uniform Federal Accessibility Standards,

NFPA 101 - Life Safety Code,
The American National Standard Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks, ANSI A17.1,
Montana Safety Act, State Compensation Mutual Insurance Fund
Radon Prevention in the Design and Construction of Schools and Other Large Buildings
EPA/625/R-92/016
All local state and federal building related codes in effect in the jurisdiction where the building is built

10. Reviews:

The reviews of this project will be as follows:

(1) Preliminary Design Phase:

The consultant must submit a systems approach or unit cost method project cost estimate, a Building Code Outline, an outline specification and drawings which clearly describe the project. They should include as appropriate: site plan with vicinity map, floor plans, elevations, building sections, mechanical and electrical schematic layouts.

The Architecture & Engineering Division (your agency and any other appropriate review entity) and the Building Code Authority will have a formal review with a response to the Consultant. This response by State agencies will be coordinated by the Architecture and Engineering Division. The Consultant will be expected to respond to each comment in writing.

Note: If the preliminary design phase includes schematic design and design development this section should be revised accordingly.

(2) Construction Document Phase:

The consultant must submit complete drawings and specifications, a unit price cost estimate and any updates to the Building Code Outline. The drawings should include, as appropriate, vicinity map, landscape, civil, architectural, structural, mechanical, electrical, plans; along with sections, elevations, and details.

At the end of the Construction Document Phase a review process similar to preliminary design will take place. After all review comments have been satisfactorily addressed. The A&E Division will establish a bid date.

11. Project Responsibility:

1. The Consultant will coordinate the project with (insert the name of the lead person from your agency). The Project Manager for Architecture and Engineering is (assigned by A&E). All correspondence should copy both individuals and must include the A/E project number **_**-**.
2. Any significant deviation from this program must be approved in writing by the Architecture and Engineering Division. Any work done outside this program scope without A/E Division approval will be the Consultant's responsibility.